



**DEFENSE LOGISTICS AGENCY**  
**DEFENSE ENERGY SUPPORT CENTER**  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY  
REFER TO

DESC-DU

FEB 15 2001

CONTRACTING INSTRUCTION (CI): 01-7

MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Revision of the Small Business Coordination Record, DD Form 2579

The DD Form 2579, Small Business Coordination Record, has been revised effective December 2000. The revised form is available on FormFlow. A copy of the revised form is also attached to this CI with instructions for the form.

This Contracting Instruction is informational only and expires upon dissemination.

  
SHARON L. MURPHY  
Center Senior Procurement Official



SMALL BUSINESS COORDINATION RECORD				REPORT CONTROL SYMBOL DD-AT&L(AR)1862	
1. CONTROL NO. (Optional)		2. PURCHASE REQUEST NO./ REQUISITION NO.		3. TOTAL ESTIMATED VALUE (Including options)	
4. SOLICITATION NO./CONTRACT MODIFICATION NO.					
5. BUYER					
a. NAME (Last, First, Middle Initial)			b. OFFICE SYMBOL		c. TELEPHONE (Include Area Code)
6. ITEM DESCRIPTION (Including quantity)					6a. FEDERAL SUPPLY CLASS/SERVICE (FSC/SVC) CODE
7. TYPE OF COORDINATION (X one)					
<input type="checkbox"/> INITIAL CONTACT		8. SMALL BUSINESS SIZE STANDARD			
<input type="checkbox"/> MODIFICATION		<input type="checkbox"/> WITHDRAWAL		a. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE	
				b. NO. OF EMPLOYEES	
				c. DOLLARS	
9. RECOMMENDATION (X as applicable)				10. ACQUISITION HISTORY (X one)	
YES NO (If all recommendations are "No," explain in Remarks.)				a. FIRST TIME BUY	
a. SECTION 8(a) (X one)				b. PREVIOUS ACQUISITION (X all that apply)	
<input type="checkbox"/> (1) COMPETITIVE <input type="checkbox"/> (2) SOLE SOURCE				<input type="checkbox"/> (1) SECTION 8(a)	
b. SMALL DISADVANTAGED BUSINESS (SDB) SET-ASIDE				<input type="checkbox"/> (2) SDB SET-ASIDE	
c. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES/ MINORITY INSTITUTIONS (HBCU/MI) SET-ASIDE %				<input type="checkbox"/> (3) HBCU/MI SET-ASIDE	
d. SMALL BUSINESS (SB) SET-ASIDE (List percentage) %				<input type="checkbox"/> (4) SB SET-ASIDE	
e. EMERGING SMALL BUSINESS SET-ASIDE				<input type="checkbox"/> (5) OTHER (Specify)	
f. EVALUATION PREFERENCE FOR SDBs				<input type="checkbox"/> (6) TWO OR MORE RESPONSIVE SB OFFERS ON PRIOR ACQUISITION	
g. HUBZONE SET-ASIDE				<input type="checkbox"/> (7) ONE OR MORE RESPONSIVE SDB OFFER(S) WITHIN 10% OF AWARD PRICE OF PRIOR ACQUISITION	
h. HUBZONE SOLE SOURCE				<input type="checkbox"/> (8) WOMAN OWNED SB	
i. HUBZONE PRICE EVALUATION PREFERENCE				<input type="checkbox"/> (9) SERVICE-DISABLED VETERAN SB	
11. SB PROGRESS PAYMENTS (X one)		12. SUBCONTRACTING PLAN REQUIRED (X one)		13. SYNOPSIS REQUIRED (X one) (If "No," cite FAR 5.202 exception)	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
14. REMARKS					
15. REVIEWED BY SMALL BUSINESS ADMINISTRATION (SBA) REPRESENTATIVE					
a. NAME (Last, First, Middle Initial)					
b. SIGNATURE				c. DATE SIGNED (YYYYMMDD)	
16. LOCAL USE					
17. CONTRACTING OFFICER (X one)					
<input type="checkbox"/> CONCURS <input type="checkbox"/> REJECTS					
a. RECOMMENDATIONS (Document rejections on reverse side)					
b. NAME (Last, First, Middle Initial)					
c. SIGNATURE				d. DATE SIGNED (YYYYMMDD)	
18. SMALL BUSINESS SPECIALIST (X one)					
<input type="checkbox"/> CONCURS <input type="checkbox"/> APPEALS					
NOTE: Any change in the acquisition plan this coordination record describes will require return for re-evaluation by the SB specialist.					
a. NAME (Last, First, Middle Initial)					
b. SIGNATURE				c. DATE SIGNED (YYYYMMDD)	

- Block 1. Optional Control Number for Small Business Office Use Only
- Block 2. Self Explanatory
- Block 3. Self Explanatory
- Block 4. Self Explanatory
- Block 5. (a) (b) (c) Self explanatory
- Block 6. Item Description  
Include a description of the product(s) or service(s) to be solicited. Include the purchase program number.
- Block 7. Determine whether the instant document is the original/initial solicitation. If the initial requirements/situation change submit a modification explaining only the changed circumstances (i.e., volume change, set-aside determination change and basis for determination change).
- Block 8. This block pertains to the size standard which generally is either annual receipts (dollars) or number of employees of the company. The appropriate NAICS code should be determined and included. If more than one industry is involved in the solicitation the NAICS code that is predominant should be the standard identified.
- Block 9. Section 9 provides the Contracting Officers' determination concerning appropriate socioeconomic programs to be included in the acquisition of the product(s) or service(s). Each socioeconomic program should be addressed. If a determination that the program is not appropriate, FAR basis should be included in Block 14.
- Block 10. Include all appropriate programs included in the previous solicitation.
- Block 11. Self explanatory
- Block 12. Subcontracting Plans are required when it is anticipated that contracts exceeding \$500,000 will be awarded to large business concerns (Enter Yes)

Block 13. Self explanatory

Block 14. Remarks.

Since this revision (Dec 2000) does not include identification of consideration of the newly established Service Disabled Veteran Small Business program, discussion should be included/addressed.

This block should also include any additional Documentation substantiating exclusion of any socioeconomic programs identified in Block 9.

A blank sheet of paper can be used for additional Explanations/justifications.

Block 15. SBA Procurement Center Representation (PCR) signature at the time of his (her) review of the Contracting Officer's determination and the Small Business Specialist (SBS) concurrence.

Block 16. For DESC-DU use

Block 17. Contracting Officer's signature signifying concurrence/nonoccurrence with contract specialist' recommendation.

Block 18. DESC-DU concurrence and signature